

WIC LA Conference Call – June 3, 2010

The June 3rd LA Conference call will be a WEBEX Conference Call!

This document contains instructions for how to join the Local Agency Conference call on June 3, 2010, at 9 a.m. We recommend that you print this document and use it when joining the conference call.

The June 3, 2010 Local Agency Conference Call will be a little different than in the past. We will be using WEBEX, so you will need a computer and a telephone to participate. Part of the conference call will consist of a PowerPoint demonstration about Medicaid and WEBEX allows us to share the PowerPoint demonstration with you. The State Office suggests that the personnel of each clinic gather in a room with a computer hooked to the internet and a speaker phone. If you have a large group, you may want to connect a projector to your computer. Even though we suggest that you gather as a group, you may also attend the WEBEX conference at your desk with your own computer and phone.

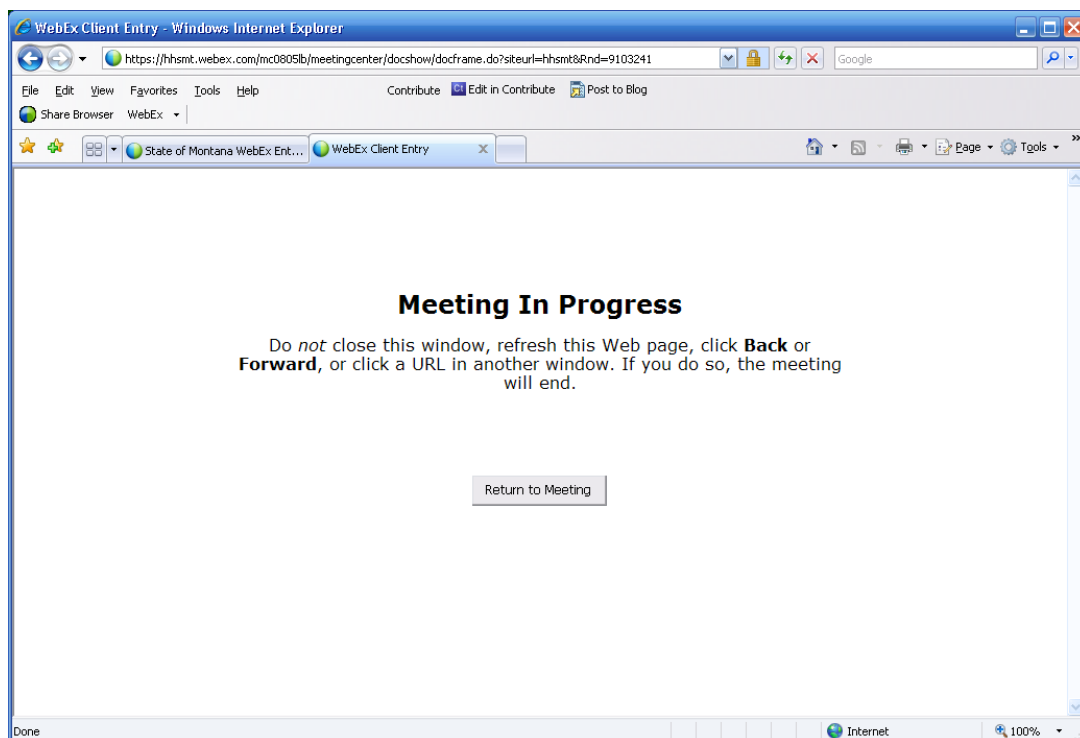
If you have any problems or questions at any time, call the 444-9500 Helpdesk for assistance. The WIC State Office will not be available to answer questions (because we will be in the WEBEX meeting), so make sure you dial 444-9500 if you require assistance. There may be a little setup required, so we suggest that you call in to the WEBEX conference at least a half an hour early. If you are prompted to install software (like ActiveX controls), you must do so.

TO JOIN THE CONFERENCE CALL:

1. Bring up this article online via the WIC Newsletter for May 24, 2010.
2. Click (or control click) on the following link or type it into your web browser:

<https://hhsmt.webex.com/hhsmt/j.php?ED=147063357&UID=1142307372&PW=NYWVvKZTk2OWFk&RT=MiM2>

3. In one window, you will see the following:



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You can minimize this window because you will not need it again, but DO NOT CLOSE IT.

4. You may then see a popup that indicates that WEBEX is “preparing for a meeting and it will take less than one minute”. The popup will disappear.
5. In another window, you will then be prompted to enter your name and email as shown below.

State of Montana WebEx Enterprise Site - Windows Internet Explorer

https://hhsmt.webex.com/mw0306lb/mywebex/default.do?service=1&siteurl=hhsmt&nomenu=true&main_url=%2f

File Edit View Favorites Tools Help

State of Montana WebEx Enterprise Site

mt.gov
Montana's Official State Website

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

DPHHS Home About Us Contact Us News & Events Programs & Services Health Data & Statistics A-Z Index

Meeting Information: WIC Local Agency Conference Call

English: Denver Time

Meeting status: ● Started
Starting date: Thursday, June 3, 2010
Starting time: 9:00 am, Mountain Daylight Time (Denver, GMT-06:00)
Duration: 2 hours
Host's name: Bobbi Walker
[More Info](#)

● It's time to join!
You are the host, [start your meeting](#).

Your name:
Email address:

[\(Clear my information\)](#)

☐ I would like to take a free WebEx trial (email required).

[Join](#)

[View Agenda](#) [Add to My Calendar](#)

Before you join the meeting, please [click here](#) to make sure that you have the appropriate players to view UCF

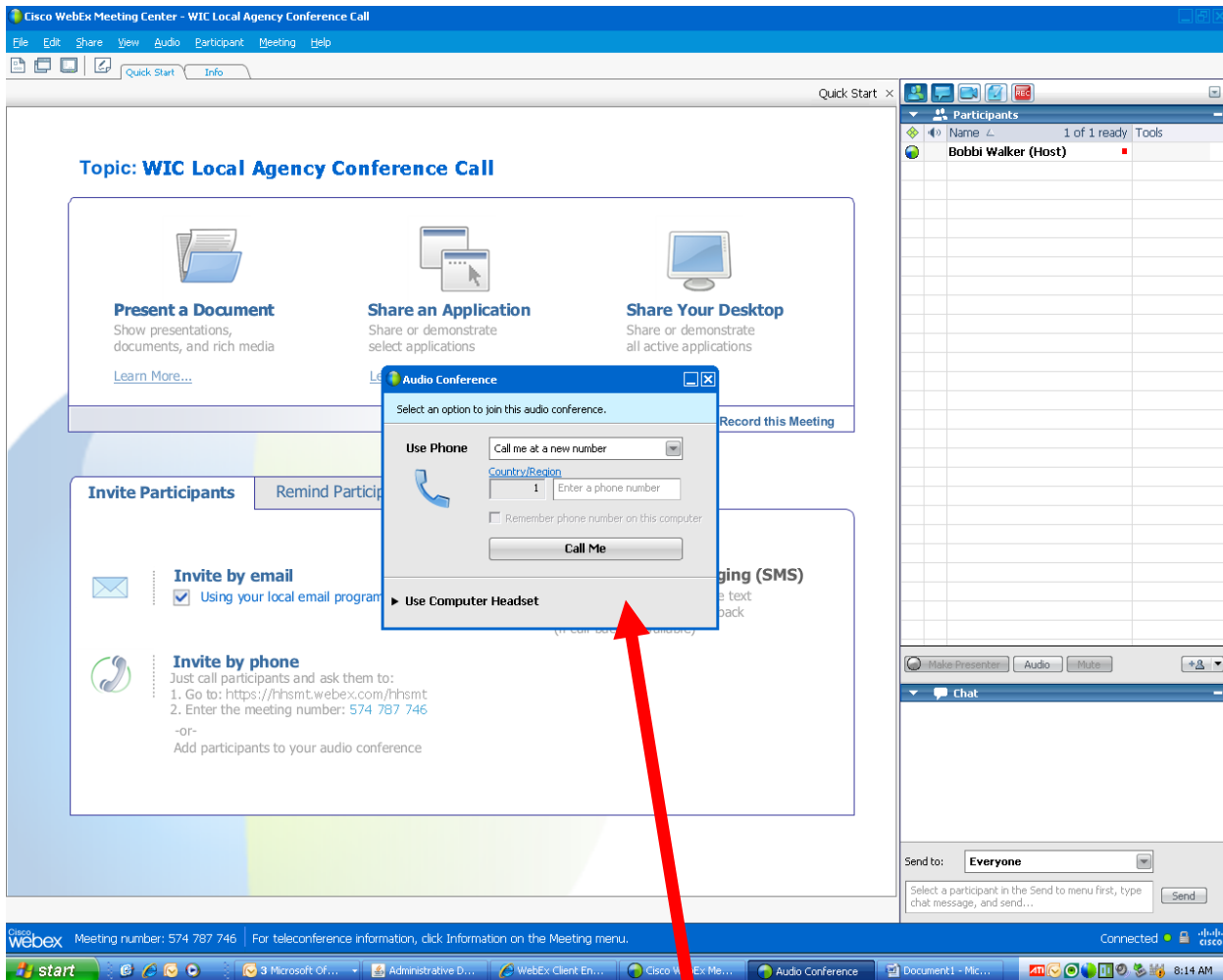
Done

Page: 1 of 3 Words: 300

start | Inbox - Microsof... | Document1 - Me... | Doc1 (3).docx - ... | State of Montan... | 11:24 AM

6. In the “Your name” field enter:
 - a. Your Clinic name (e.g., Helena WIC Clinic) if you are joining as a group; or,
 - b. Your name followed by the clinic name (e.g., Joe Smo Helena) if you are joining as an individual.
7. In the “Email address” field enter your email address or the email address of someone attending the meeting at your site.
8. You will then see something like this:

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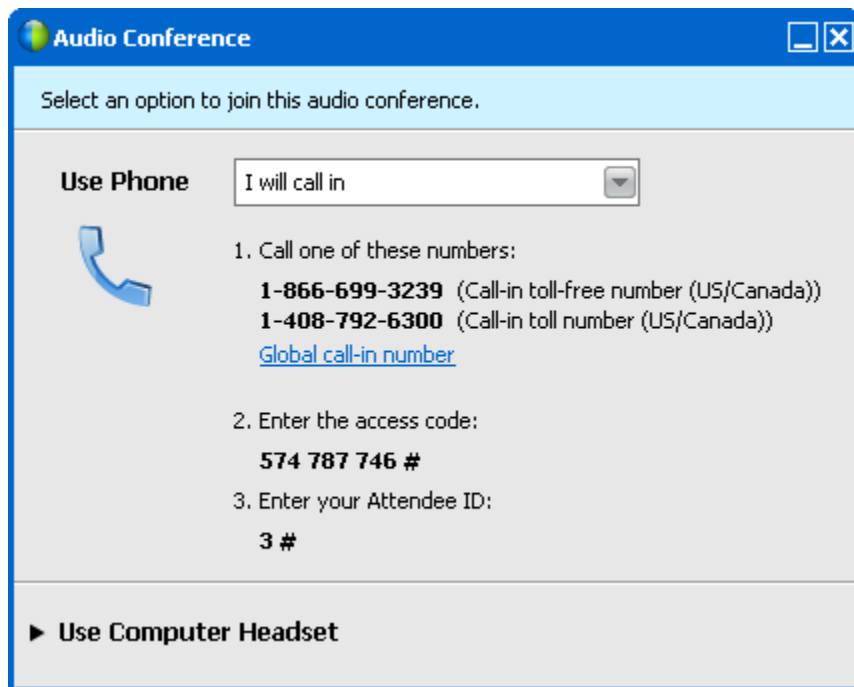


9. For now, let's concentrate on the little "Audio Conference" dialog. A picture of it is above, but here is a bigger picture of it:



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10. Click on the “Use Phone” dropdown and change it from “Call me at a new number” to “I will call in”.
11. Once you change it to “I will call in”, the call in information will be displayed, similar to the following:



12. Dial the toll-free number (it may be different than in this example). Once you have dialed the number, you will be prompted for:
13. The access code (see 2 above, it may be different than in this example) followed by #.
14. Attendee ID (see 3 above, it will be different than in this example) followed by #.
15. You should then be in the meeting!

TO LEAVE THE CONFERENCE CALL:

1. To leave the conference call click on File → Leave Meeting.

Mark your calendar! We look forward to this WEBEX conference call with the WIC Local Agency Staff!